



Benchmarking Tool Data Collection Form

Building Name and/or Address: _____

Year Built: _____ % Vacancy: _____ Total Gross Building Area: _____

Space: Office

Common area should include all non-tenant areas that contribute to the gross area of the building. Typically, these spaces would include corridors, lobbies, stairwells, mechanical rooms, etc. Do not include parking and computer data centers in the office space entries, since these are recorded separately, below.

	Floor Space (m ²)	Operating Hours/Week (0-168)	# of Occupants During Main Work Day	# of Personal Computers (PCs)
Common Area				
Tenant Area				

Space: Computer Data Center

Include areas specifically allocated for computer equipment. Typically, these spaces are conditioned 24 hours, 7 days per week.

Floor Space (m ²)	Operating Hours/Week (between 0 and 168 hours)

Space: Open Parking Lot and/or Garage

Only include outside parking if the lighting is included in the Energy Use Data.

Parking level	Floor Space (m ²)	Operating Hours/Week (between 0 and 168 hours)	# of Workers	# of Floors Above Ground	# of Floors Under Ground
Open Parking Lot			NA	NA	NA
Garage					



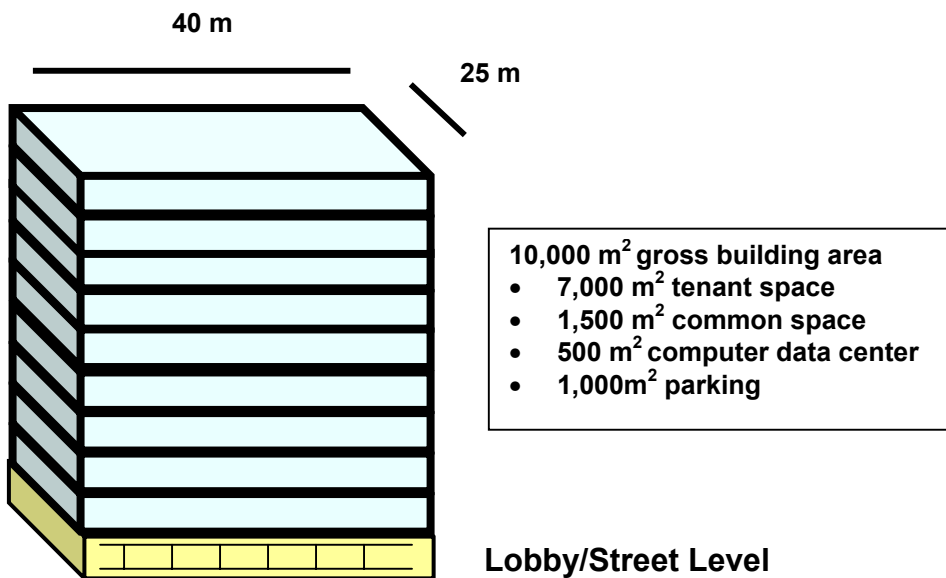
Energy Use

Include the total energy consumed for the same 12 months for each fuel type for the gross areas listed above. Include fuel for back-up generator when applicable.

Energy Type	Bill Start Date	Bill End Date	Energy Use (kWh or kBTUs)	Energy Cost (in same currency used for bill calculation)

Building Gross Space Diagram

Note: The gross space of the building should equal the total of the office space (tenant and common areas), computer data centers, and parking. All gross space should be accounted for in the tables on the preceding page. See the sample building space data below.



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